

**CLASS TITLE: CHIEF FINANCIAL MANAGEMENT
(DCYF)**

**Class Code: 02647700
Pay Grade: 43A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Children, Youth and Families to be responsible for planning, developing, and coordinating the overall management and financial services of all the divisions and agencies; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Department Director with wide latitude for the exercise of independent initiative and judgement; work is subject to review through conferences and submitted reports for conformance to laws, policies, rules and regulations, and departmental objectives.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a professional, technical staff and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Children, Youth and Families, to be responsible for planning, developing, and coordinating the overall management and financial services of all the divisions and agencies.

To exercise technical and administrative supervision and control over the operation of service agencies.

To be responsible for the overall supervision of the preparation and review of the departmental budget, for central accounting, expenditure control and budgetary reports.

To assist the Director in presenting the Department's Budget to the Governor, State legislator, Departmental employees and the public.

To exercise overall supervision and direction of the billing and collections for federal reimbursement, child support enforcement, third party collections and institutional funds.

To evaluate management and methods procedures to ensure their effectiveness and efficiency in attaining their objectives and to recommend future plans and budget allocations based on this evaluation.

To make recommendations to the Department Director on planning and developing systems for effective administrative and financial management including fiscal and staffing requirements.

To be responsible for conducting cost analysis surveys of various departmental operations with recommendations for reducing costs.

To perform or otherwise direct evaluative and auditing processes for determining results of existing programs in order to establish the extent of attainment of program objectives.

To inform subordinate officials of the Director's decisions and recommendations on programs and policies and to ensure that proper action is taken to implement such decisions and recommendations. To identify and raise major policy questions with appropriate analysis and recommendations.

To be responsible for the overall planning coordination, supervision and evaluation of eligibility determination and payments in the various federal-state or state-financed welfare programs.

To interpret new and existing federal and state laws and regulations affecting the implementation of programs and activities and to propose legislative initiatives leading to the improvements of the delivery of services.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of governmental accounting, budget execution, and control; the ability to plan and direct the execution of financial and management methods studies and the composition of reports thereon; a thorough knowledge of office methods and procedures analysis and the ability to apply such knowledge; a knowledge of management information systems; a thorough knowledge of the principles and practices of business administration; the ability to plan, develop, coordinate and supervise the work of staff engaged in performing departmental financial, (budgetary analysis, expenditure control) and administrative tasks; to be able to take complex budgetary facts and explain them in concise and understandable language (written and verbal); the ability to plan, develop, coordinate and supervise the work of a staff engaged in program planning, development and monitoring; the ability to establish and maintain an effective working relationship with departmental officials, superiors, subordinates and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession a Master's Degree in Public Administration or Business Administration or a closely related field, and

Experience: Such as may have been gained through: extensive employment in a responsible administrative capacity involving the maintenance of a comprehensive program of budgeting and expenditure control, program evaluation and planning.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Revised: August 3, 1997

Editorial Review: March 15, 2003